"बिजनेस पोस्ट के अन्तर्गत डाक शुल्क के नगद भुगतान (बिना डाक टिकट) के प्रेषण हेतु अनुमत. क्रमांक जी.2-22-छत्तीसगढ़ गजट / 38 सि. से. भिलाई, दिनांक 30-05-2001."

पंजीयन क्रमांक
"छत्तीसगढ़/दुर्ग/09/2012-2015."

छत्तीसगढ़ राजपत्र

(असाधारण)
प्राधिकार से प्रकाशित

क्रमांक 518] रायपुर, सोमवार, दिनांक 13 अक्टूबर 2014 — आश्विन 21, शक 1936

विधि एवं विधायी कार्य विभाग
मंत्रालय, महानदी भवन, नया रायपुर

HIGH COURT OF CHHATTISGARH, BILASPUR

Bilaspur, the 23rd September 2014

No. / R.G. / 2014 / 7261.— In exercise of supervisory jurisdiction and controlling powers to regulate allotment of accommodation at High Court Residential Colony, Bodri and other accommodations situate at different areas of Bilaspur city earmarked for the Judges of High Court of C.G., Officers & Employees of the High Court of C.G. the Chief Justice issues the following guidelines :-

1. **Short Title and Commencement :-**

(1) These guidelines may be called "The Allotment of Accommodation Guidelines, 2014."

(2) It shall come into force from the date of its approval by the Full Court of the High Court.

2. **Definitions :-**

In these Guidelines, unless the context otherwise requires :-

i. "Accommodation" includes residential quarters situate at High Court Residential Colony, Bodri, government accommodation situate at Bilaspur earmarked for the High Court Judges, officers and employees of the High Court. Guest-house for High Court Judges, Officers and Employees; rooms & shops, commercial accommodation situate at High Court Residential Colony, Bodri including officers'/staff club and open land attached thereto ;

ii. "Allotment" means grant of license to occupy accommodation in accordance with the provisions of these Guidelines.

iii. "Chief Justice" means the Chief Justice of the High Court of Chhattisgarh.

iv. "Committee" means Committee constituted by the Chief Justice for allotment of accommodation.

v. "License Fee" means the sum of money payable monthly in accordance with the rules and regulations applicable to the State Officers and Employees for use of accommodation.

vi. "Limited purpose" means special occasions like marriage, birthday, anniversary, performance of religious rituals or any occasion for a celebration which may be a ground to seek allotment for a limited period.

vii. "Registrar General" means Registrar General of the High Court of Chhattisgarh.

viii. "Rent" means rent for the use of guest house, shops, rooms, open land allotted and also includes accommodation allotted for limited purpose for limited period.

ix. "State" means the State of Chhattisgarh.

x. "Type of accommodation" means type of accommodation for which member is entitled for allotment.

3. **Application of guidelines :-** On the coming into force of the guidelines, allotment of accommodation shall be governed by the guidelines.

Provided allotment of accommodation made prior to the date of coming into force of these guidelines shall be deemed to be allotted in accordance with these guidelines and such allotment shall be governed by these guidelines.

4. **Members entitled for allotment of accommodation :-**
Following categories of the members are entitled for allotment of accommodation ;
a. Judges of the High Court of Chhattisgarh.
b. Officers and employees of the Registry of the High Court.
c. Retired Judges, officers and employees of High Court of Chhattisgarh.
d. Persons entitled for allotment under Rule 7 (5).

5. (A) **Types of residential accommodation and entitlement :-**

(a) The Hon'ble Chief Justice and the Hon'ble Judges of the High Court are entitled for 'A' type accommodation.

(b) Other officers & employees are entitled for accommodation of following categories;

Sr. (1)	Classification of Government Accommodation (2)	Entitlement for Government Accommodation as per the pay scale (3)	Equivalent post of the officers posted in Registry (4)	License Fee payable (5)
1.	'B'	District Judge (Super Time) 70290-76450	Registrar General, Director (CSJA), Registrar (I&E) Registrar (Vig.), who are drawing pay scale shown at Column No. 3	580.00
2.	'D'	1. District Judge (Selection Grade) 57700 - 70290 2. District Judge (Entry Level) 51550 - 63070 3. Pay Band 374000-67000+GP 8700/-	1. Registrar (Judicial) Director (S&A), Additional Director (CSJA), Additional Registrars who are drawing pay-scale shown at Colomn-3 2. Additional Registrar (D. E. / Estt. Judicial/Administration/ Classification), P.P.S. to Hon'ble the Chief Justice	425.00

(1)	(2)	(3)	(4)	(5)
			who are drawing pay scale shown at Column No.3	
3.	'E'	1. Pay Band - 15600-39100 + GP 6600/- 2. Pay Band - 15600-39100 + GP 7600/- 3. Pay Band - 39530-54010	Additional Registrar (Ministerial), Budget Officer, Accounts Officer, Deputy Registrar, Deputy Director (CSJA), who are drawing the pay-scale shown at Column-3.	350.00
4.	'F'	1. Pay Band - 15600 39100 + GP 5400/- 2. Pay Band - 9300 - 34800 + GP 4400/- 3. Pay Band -27700-44770	Assistant Registrar, Section Officer, Computer Programmer, Private Secretary, Assistant Editor (ILR), Librarian, Software Engineer, Hardware Engineer, Administrative Officer (CSJA), who are drawing the pay-scale shown at Column-3.	210.00
5.	'G'	1. Pay Band - 9300-34800 + GP 4300/- 2. Pay Band - 9300-34800 + GP 4200/- 3. Pay Band - 5200-20200 + GP 2800/-	AG-1 Stenographer, Assistant programmer, Stamp Reporter, Examiner (I.L.R.), Translator, Assistant Librarian, Legal Assistant, who are drawing the pay-scale shown at Column-3.	150.00
6.	'H'	1. Pay Band - 5200-20200+GP 2400/- 2. Pay Band - 5200-20200 + GP 1900/-	AG-II Data Entry Operator, AG-III, AG-III (Computer), AG-II (Photocopy Operator), PBX Operator, who are drawing the pay-scale shown at Column-3.	75.00
7.	'I'	All Class-IV employees irrespective the pay scales are being drawn by them	Driver, Senior Binder, Junior Binder, Jamadar, Record Supplier, Daftari, Hostel Store Keeper, Peon (All Class IV employees)	20.00

(B) Accommodation other than residential accommodation and purpose for its allotment :-

(a) Shops and other commercial accommodation situtate at High Court Residential Colony may be allotted for running shops for the benefits of residents of the High Court Residential Colony.

(b) **Temporary allotment -** Guest house, officers/staff club, land attached thereto, open land situate at High Court Residential Colony Bodri, vacant residential accommodation may be temporarily allotted for limited purpose for limited period.

Note :-

(i) Provided that in case husband and wife both are working in the High Court or one spouse is working in other Government deparment, than only one member may be entitled for the Government accommodation, in such case the Government employee shall be required to submit an affidavit mentioning that he/she has not been allotted any Government accommodation.

(ii) Provided further that Officers/Employees (other than the officers and employees of the High Court Establishment) whose services are attached with the High Court Residential Colony may be allotted accommodation for the betterment/welfare/improvement of health/sports/cultural activities and for the benifit of Officers/employees and their family members residing in the residential colony at Bodri.

(iii) Allotment for limited period and for limited purpose shall be at the discretion of the Committee and subject to availability of the accommodation /space.

(iv) Any kind of activity during such occasion which may cause nuisance to the residents of Residential Colony shall not be permitted and such temporary allotment may be cancelled immediately.

7. **Procedure for allotment :-**

(i) Member entitled for allotment may apply to the Registrar General for allotment of accommodation in accordance with his entitlement in the Form-A of the guidelines.

(ii) Member entitled for allotment may apply for higher type accommodation in Form-B.

(iii) Member entitled for higher type accommodation may apply for allotment of lower type of accommodation in Form-C..

(iv) Member may apply for temporary allotment of accommodation for limited purpose for limited time to the Registrar General in the Form-D showing purpose for such allotment.

(v) Person interested in running different shops, commercial accommodation may apply to the Registrar General for allotment of shops in Form-E.

(vi) The Registrar General after scrutiny and verification shall place the application of eligible member before the Committee.

(vii) The Committee may allot accommodation to the member entitled for allotment. Normally, the type of accommodation for which member is entitled shall be allotted to the member.

(viii) In case of vacant accommodation of higher type, it may be allotted to the member not entitled for such type of accommodation on the basis of application and on payment of license fee of such accommodation.

(ix) In case of allotment of accommodation of higher type to the judicial officers posted in the Registry, difference of licence fee shall be payble.

(x) Accommodation of lower type may be allotted to the member in case of non-availability of type of accommodation for which a member is entitled and on the basis of his/her request and consent.

(xi) Procedure for allotment of shops shall be determined by the Committee.

Note :-

In case of allotment of higher type of accommodation priority shall be given to the officers/employee already occupying the accommodation at High Court Residential Colony, Bodri atleast for three months and in case of equal claim by the officers/employees of the same category, preference shall be given to the senior in service.

8. **License fee and Rent :-**

(i) License fee for the residential accommodation shall be in accordance with the rules and regulations applicable to the State officers' and employees' for the use of residential accommodation.

(ii) **Rent for the shops, other commercial accommodations and for temporary allotment of guest house for the High Court Judges, officers & employees, officers/staff club and open land attached thereto shall be as per the Schedule.**

9. **Occupation of Accommodation :-**

Allottee shall occupy and obtain possession of accommodation within fifteen days of allotment and submit occupation report in the Form-F.

In case the allottee fails to occupy the accommodation within fifteen days of such allotment, after providing opportunity of hearing the Committee may cancel his allotment and may allot the accommodation to other member entitled for such allotment.

10. **Vacation and Extension of accommodation on transfer/retirement :-**

(1) Officer/employee transferred from the establishment of High Court or services or withdrawn from the High Court Residential Colony, shall vacate the alloted accommodation within 15 days from the date of relieving of the case.
(2) Officer/employee retiring on attaining the age of superannuation shall vacate the accommodation within two months from the date of retirement, as per rules applicable to the government servants.
(3) On the basis of written application of the officer/staff proceeding on transfer/retirement for extension of possession, the Committee may extend the period in accordance with rules applicable to the officers/employees of the State Government.
(4) Officer/employee to whom extension of time for vacation is granted shall vacated the accommodation on or before the last date of extension.

11. **Action in failing to vacate the accommodation :-**

In case an officer/employee fails to vacate the accommodation within the period as per foregoing clauses of the guidelines, shall be vacated as per rule and shall also be charged with penal rent in addition to other action available under the law.

12. **Misconduct :-**

Officer/employee who fails to vacate the accommodation within the period permitted or extended as per Rules or uses the accommodation contrary to the purpose for which accommodation is allotted or creates nuisance in any manner, shall be misconduct and departmental action may be taken against such employee along with civil & criminal action.

13. **Eviction of other persons from the accommodation :-**

Other person to whom accommodation is allotted if uses such accommodation contrary to the purpose for which it is alloted or creates nuisance shall be liable to be evicted from the accommodation in addition to other Civil/Criminal action.

14. **Interpretation :-**

In case of any hardship in compliance of the guidelines or need of interpretation, the interpretation, order and direction of the Hon'ble the Chief Justice shall be final.

15. **Amendment in Guidelines :-**

The Hon'ble Chief Justice may amend or repeal the guidelines.

Sd/-
(Arvind Singh Chandel)
Registrar (Vigilance)-cum-Secretary to
Rule Making Committee.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
सुषमा सावंत, अतिरिक्त सचिव.

SCHEDULE

Sr.	Accommodation/space	Rent (per day/per month) [excluding electricity & water charges]		Remarks
01.	Shops	Per month rent as may be determined by the Committee.		
02.	Guest house	Rs. 3,000/- per day		
03.	Officers' Club	Rs. 2,000/- per day		
04.	Staffs' Club **Note:** Use of Officers/ Staff Club as may be approved by the Committee.	Rs. 1,500/- per day		
05.	Open Space	Rs. 1,500/- per day		Allottee is liable to pay actual charge of cleaning, electricity & water.
06.	Vacant residential accommodation .	'A- Type'	Rs. 1,500/- per day	
		'B- Type'	Rs. 1,000/- per day	
		'C- Type'	Rs. 700/- per day	
		'D- Type'	Rs. 500/- per day	
		'E- Type'	Rs. 400/- per day	
		'F- Type'	Rs. 300/- per day	
		'G- Type'	Rs. 250/- per day	
		'H- Type'	Rs. 100/- per day	
		'I- Type'	Rs. 50/- per day	
07.	Room of guest house	Rs. 150/- per room (per day)		
08.	Room of Officers'/Staff Club	Rs. 100/- per room (per day)		

Form-A
[See clause 7 (i)]

Application form for allotment of accommodation at High Court Residential Colony, Bodri, Bilaspur (C.G.)

To,
The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G)

Subject :-Application for the allotment of Government residential quarter.

Sir,

With due respect, the undersigned applies for the allotment of a ....type residential quarter at High Court Residential Colony, Bodri, Bilaspur (C.G.).

The detail information about the applicant is as under :-

1. Name in block letters :- ....
2. Designation :- ....
3. Father's/Husband's Name :- ....
4. Department, Place of posting or attached with (in case of other dept.) :- ....
....
....
5. Address of the applicant with contact No. :-

   (a) Official Address :- ....
   ....
   ....

   (b) Present Residential Address :- ....
   ....
   ....
6. Type of Accommodation for which the applicant is entitled :-..
7. Particulars of the government House if any under the occupation of applicant or his/her spouse (give the details) :- ....
....
....
8. Whether the applicant or his spouse owns, any house, give the complete details/address :-...
....
9. Whether the applicant has applied for any up-gradation/other category of House :- ....
....
10. Date since when he/she is entitled for the type of upgrade house applied for :-...
....

Declaration

I ...., Designation-..
Department-.. attached with- ....
is hereby declared that I will follow all terms & conditions of the High Court guidelines in regard to allotment of Government accommodation.

Place :-
Date :- (Signature of the applicant)

Form-B
[See clause 7 (ii)]

Application form for allotment of accommodation at High Court Residential Colony, Bodri, Bilaspur (C.G.)
(in case of higher type accommodation)

To,

The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G.)

Subject :-Application for the allotment of Government residential quarter.

Sir,

With due respect, the undersigned applies for the allotment of a ....type residential quarter at High Court Residential Colony, Bodri, Bilaspur (C.G.).

The detail information about the applicant is as under :-

1. Name in block letters :- ....
2. Designation :- ....
3. Father's/Husband's Name :- ....
4. Department, Place of posting or attached with (in case of other dept.) :- ....
....
....
5. Address of the applicant with contact No. :-

(a) Official Address :- ....
....
....

(b) Present Residential Address :- ....
....
....

6. (a) Type of accommodation for which the applicant is entitled :- ....

(b) type of accommodation applied for :- ....

(c) In case of prayer for allotment of accommodation for which member is not entitled reason be given :- ....
....

7. Particulars of the Government House if any under the occupation of applicant or his/her spouse (give the details) :- ....
....
....

8. Whether the applicant or his spouse owns, any house, give the complete details/address :- ....
....

9. Whether the applicant has applied for any up-gradation/other category of House :- ....
....

10. Date since when he/she is entitled for the type of upgrade house applied for :- ....
....

Declaration

I ...., Designation- ....
Department- .... attached with- ....
is hereby declared that I will follow all terms & conditions of the High Court guidelines in regard to allotment of Government accommodation.

Place :- (Signature of the applicant)

Date :-

Form-C
[See clause 7 (iii)]

Application form for allotment of accommodation at High Court Residential Colony, Bodri, Bilaspur (C.G.)
(in case of lower type accommodation)

To,

The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G.)

Subject :-Application for the allotment of Government residential quarter.

Sir,

With due respect, the undersigned applies for the allotment of a ....type residential quarter at High Court Residential Colony, Bodri, Bilaspur (C.G.).

The detail information about the applicant is as under :-

1. Name in block letters :- ....
2. Designation :- ....
3. Father's/Husband's Name :- ....
4. Department, Place of posting or attached with (in case of other dept.) :- ....
....
....
5. Address of the applicant with contact No. :-

(a) Official Address :- ....
....
....

(b) Present Residential Address :- ....
....
....

6. **(a) Type of accommodation for which the applicant is entitled :-** ....

(b) type of accommodation applied for :- ....

(c) In case of prayer for allotment of accommodation for which member is not entitled reason be given :- ....
....

7. **Particulars of the Government House if any under the occupation of applicant or his/her spouse (give the details) :-** ....
....
....

8. **Whether the applicant or his spouse owns, any house, give the complete details/address :-** ....
....

9. **Whether the applicant has applied for any up-gradation/other category of House :-** ....
....

10. **Date since when he/she is entitled for the type of upgrade house applied for :-** ....
....

Declaration

I ...., Designation- ....
Department .... attached with- ....
is hereby declared that I will follow all terms & conditions of the High Court guidelines in regard to allotment of Government accommodation.

Place :- (Signature of the applicant)

Date :-

Form-D
[See clause 7 (iv)]

Application form for temporary allotment of accommodation at High Court Residential Colony, Bodri, Bilaspur (C.G.) for limited purpose for limited time

To,

The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G.)

Subject :-Application form for temporary allotment of accommodation at High Court Residential Colony, Bodri, Bilaspur (C.G.) for limited purpose for limited time.

Sir,

With due respect, the undersigned applies for the allotment of a ....type residential quarter/ Welfare club at High Court Residential Colony, Bodri, Bilaspur (C.G.).

The detail information about the applicant is as under :-

1. Name in block letter :- ....
2. Designation :- ....
3. Father's/Husband's Name :- ....
4. Department, Place of posting or attached with (in case of other dept.) :- ....
....
....
5. Address of the applicant with contact No. :-

   (a) Official Address :- ....
   ....
   ....

   (b) Present Residential Address :- ....
   ....
   ....

6. Purpose for Limited allotment :- ....
7. Period for limited allotment is required (Give details) :-
   Date from .... To ....

Declaration

I ...., Designation-...
Department-.. attached with- ....
is hereby declared that I will follow all terms & conditions of the High Court guidelines in regard to Government accommodation/Welfare Club. And also I agree to pay the charges if any fixed by the Committee.

Place :-

Date :- (Signature of the applicant)

Form-E
[See clause 7 (v)]

Application form for allotment of commercial shops accommodation at the premises of High Court Residential Colony, Bodri, Bilaspur (C.G.)

To,

The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G.)

Subject :-Application form for allotment of commercial shops accommodation at the premises of High Court Residential Colony, Bodri, Bilaspur (C.G).

Sir,

With due respect, the undersigned applies for the allotment of a commercial shop accommodation at the premises of High Court Residential Colony, Bodri, Bilaspur (C.G.).

The detail information about the undersigned is as under :-

1. Name of the applicant :- ....
2. Applicant's Father's/Husband's Name :- ....
3. Address of the applicant
   (a) Residential Address :- ....
   ....
   ....
   (Mob. No.-) ....
4. Nature of business (Purpose) :- ....
5. Approx. per day period/timing of Working Hours of Business :- ....
6. Whether the applicant has obtained all essential license from the concerning Government Departments for running the shop for the purpose as mentioned in the point No. 5 of this application.(Give the complete details and attached copies of relevant papers with application), if any.

   (a) ....

   (b) ....

Declaration

I ...., S/o ....
R/o .... is hereby declared that I will follow all terms & conditions of the High Court guidelines in regard to allotment of commercial shops accommodation at premises of High Court Residential Colony, Bodri, Bilaspur (C.G.). And also I agree to pay charges, if any, fixed by the Committee.

Place :-

Date :- **(Signature of the applicant)**

Form-F

Possession report

To,

The Registrar General,
High Court of Chhattisgarh,
Bilaspur (C.G.)

Subject :- Possession report.

Sir,

With due respect, I.. (name of applicant), son of.. aged .... years, designation ...., place of posting ...., hereby submit that pursuant to the allotment order No.. dated ...., the undersigned has taken the possession of allotted accommodation No......................... on............................. i.e. within 15 days of allotment.

Place :-

Date :-

(Signature of the undersigned)
Name :- ....
Designation :- ....
Place of posting :- ....

संचालक, मुद्रण तथा लेखन सामग्री, छत्तीसगढ़ द्वारा शासकीय मुद्रणालय, रायपुर से मुद्रित तथा प्रकाशित - 2014.